

# Health and Safety Policy

March 2022

Date Approved:	March 22	Review Date:	March 23	Approved by:	The Trust Board
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## 1. INTRODUCTION

- 1.1 This document will help staff understand Fareham Academy's ("the Academy") Health and Safety Policy and Procedures, but remember – Health and Safety at work is really about how staff think and act while at work.
- 1.2 If staff have any comments or want any clarification, they should talk to their immediate line manager who can follow up their concerns. They can also put forward points to the Health and Safety Co-ordinator.
- 1.3 The Academy's aim is to provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- 1.4 Every member of staff has a responsibility to take reasonable steps to ensure their own safety and that of others who might be affected by their actions. The Academy also expects its staff to co-operate with the Academy and to follow any procedures and systems it introduces to protect the safety and well-being of staff.
- 1.5 Health and Safety is so important that it is a condition of employment that staff co-operate with the Academy to ensure Health and Safety at work. Any serious or persistent failure to do this and to comply with legal duties and reasonable directions in relation to Health and Safety shall be treated as gross misconduct and be subject to the Academy's disciplinary and grievance procedures.



**We all have a legal duty to co-operate together to achieve the objectives in our Health and Safety policy, so you must read the information and safety rules in this document and comply with them at all times.**

## 2. HEALTH, SAFETY AND WELFARE POLICY STATEMENT

- 2.1 The Academy's aims are to:
  - 2.1.1 provide and maintain a safe and healthy working environment ensuring the welfare of all persons
  - 2.1.2 maintain control of health and safety risks arising from its activities
  - 2.1.3 comply with statutory requirements as a minimum standard of safety
  - 2.1.4 provide and maintain safe systems, equipment and machinery
  - 2.1.5 ensure safe handling, storage and use of substances
  - 2.1.6 provide appropriate information, instruction and supervision for everyone
  - 2.1.7 ensure staff are suitably trained and competent to do their work safely
  - 2.1.8 continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
  - 2.1.9 assess risks, record significant findings and monitor safety arrangements
  - 2.1.10 review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements and

- 2.1.11 develop and maintain a positive health and safety culture through regular communication and consultation with staff and their representatives on health and safety matters

### **3. WHO IS RESPONSIBLE?**

- 3.1 The overall responsibility for health and safety is held by The Trust Board of the Academy.

#### **3.2 Day to Day Management of Health and Safety**

- 3.2.1 The duty holder for Health and Safety is the Headteacher who has responsibility for all on site Health and Safety.
- 3.2.2 The member of Senior Leadership Team (SLT) who is responsible for Health and Safety is the responsible manager.
- 3.2.3 The Head of Department is responsible for the day-to-day local management of health and safety within their department, acting on behalf of the Headteacher. They ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.
- 3.2.4 All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:
  - 3.2.4.1 supporting the Academy's health and safety arrangements
  - 3.2.4.2 ensuring their own work area remains safe at all times
  - 3.2.4.3 not interfering with health and safety arrangements or misusing equipment
  - 3.2.4.4 complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
  - 3.2.4.5 reporting safety concerns to their staff representative or other appropriate person
  - 3.2.4.6 reporting any incident that has led, or could have led to damage or injury
  - 3.2.4.7 assisting in investigations due to accidents, dangerous occurrences or near-misses and
  - 3.2.4.8 not acting or omitting to act in any way that may cause harm or ill-health to others
- 3.2.5 The on-site Health & Safety Co-ordinator will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the member of SLT who is responsible for Health and Safety. They will work within their level of competence and seek appropriate guidance and direction from member of SLT who is responsible for Health and Safety and/or appointed H & S contractor as required.

3.2.6 The Academy has trained first aiders who are expected to provide first aid within the limitations of their training and as appropriate to the circumstances. They are expected to accompany an injured student to the hospital if required and to complete records of all first aid provided. First Aiders are provided with appropriate training to keep their qualification up to date. The names and locations of the first aid trained staff are clearly signposted around the Academy.

## **4. ACCIDENT/NEAR MISS/VIOLENT INCIDENTS**

### **4.1 Accidents and Near Misses**

4.1.1 Accidents and Near Misses include any event that leads to (or could have led to) injury, damage or any other harm to personal property or equipment.

4.1.2 Staff are to immediately report any accident, incident or injury involving students, staff, visitors or contractors as well as any near misses. Accident report forms are kept with first aid kits which are available throughout the site. See appendix 1 for the accident reporting flow chart. First Aiders also log accidents using CPOMS an online secure software.

4.1.3 In addition staff are to immediately report all significant accidents, incidents and near-misses to the member of SLT who is responsible for Health and Safety and the Headteacher. The member of SLT who is responsible for Health and Safety will conduct a documented investigation into the more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. Serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with appointed H & S contractor and reported using the HSE's online RIDDOR (F2508) reporting system.

4.1.4 The member of SLT who is responsible for Health and Safety is to ensure that The Trust Board and senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports are collated and monitored by the Health and Safety Co-ordinator who produces regular reports for the member of SLT who is responsible for Health and Safety to carry out trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

4.1.5 Premises hirers and community/third party users are to report all incidents related to unsafe premises or equipment to the Academy's staff, who appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **4.2 Violent Incident**

4.2.1 The Academy defines violence at work as 'any incident in which a person is abused, threatened or assaulted whilst carrying out their work'. The Academy will not tolerate any violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical.

4.2.2 Staff must report all incidents of violence to their line manager and complete a form in the Accident Book.

4.2.3 Staff who have reported a violent incident will be fully supported by the Senior Leadership Team and will be given the opportunity to talk to senior staff about what

happened.



**Staff must report and follow-up accidents and near-miss incidents involving visitors in accordance with the accident reporting policy.**

4.2.4 Our employee's safety is of paramount importance. So, if any employee encounters a rude or aggressive visitor or parent, they should not respond with aggression as this could increase the risk of physical violence. Instead, adopt a calm and reassuring attitude speaking slowly and gently. If the situation gets worse, employees should always walk away.

## **5. ADMINISTRATION OF MEDICINES**

5.1 Arrangements regarding medicines are set out in the Supporting Students with Medical Conditions Policy.

## **6. ASBESTOS MANAGEMENT**



**The Control of Asbestos at Work Regulations 2002 requires the Academy to manage the risks from asbestos and to prevent employees, contractors and others being exposed to asbestos fibres.**

- 6.1 The Site Manager is the asbestos competent person on site. In addition, the member of SLT who is responsible for Health and Safety.
- 6.2 An asbestos register is maintained and located in the Site Office. Any changes to the premises' structure is recorded in the asbestos register. Contractors are required to sign the register as evidence of sighting prior to being permitted to commence any work on site.
- 6.3 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Site Manager who will immediately act to cordon off the affected area and seek appropriate advice.
- 6.4 Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Site Manager.

**Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Site Manager.**

6.5 All staff will receive periodic training in asbestos awareness through appointed H & S contractor.



Protection and Safeguarding policy.

## **8. COMMUNITY USERS/LETTINGS**

- 8.1 The member of SLT who is responsible for Health and Safety ensures that:
  - 8.1.1 third parties and other extended service users operate under hire agreements
  - 8.1.2 the premises is safe for use and is always inspected prior to, and after each use
  - 8.1.3 means of general entry and exit are safe for use by all users
  - 8.1.4 all provided equipment is safe for use
  - 8.1.5 fire escape routes and transit areas are safe and clear of hazards
- 8.2 The Community Assistant ensures that:
  - 8.2.1 all hirers and users are formally made aware of the Fire Safety Policy and Procedures and the Health and Safety Policy
  - 8.2.2 all hirers and users provide the required information
  - 8.2.3 any users or hirers who work with children are asked to supply a Disclosure and Barring Service Check and a copy of their Child Protection policy. If they don't have their own policy they will be asked to adopt the Academy's Child Protection policy
  - 8.2.4 Hirers and users are to contact the Community Assistant or a member of the Site Team if they have any safety concerns or spot any defects to the buildings.

## **9. CONTRACTORS**

- 9.1 Contractors are expected to:
  - 9.1.1 Provide adequate risk assessments to demonstrate their safe working practices for specific work being undertaken
  - 9.1.2 Provide only competent people and safe equipment and to work in a safe manner
  - 9.1.3 Report to reception where they will be asked to sign the visitors' book and will be issued with a visitors' badge
  - 9.1.4 Familiarise themselves with the fire safety procedures and local safety arrangements
  - 9.1.5 Sign the asbestos register and receive a briefing about the evacuation procedure and safeguarding
  - 9.1.6 Comply with the Academy's safety policies and safe working procedures
  - 9.1.7 Clearly cordon off any work areas and use signage where necessary.
  - 9.1.8 Report to site management all incidents, accidents, injuries or defects that may be a Health and Safety risk
- 9.2 Academy staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and students on the

premises. Staff must stop any activity that could put anyone at risk.

- 9.3 If the contractor is working during the school day and the work may directly affect staff and pupils on the premises the Headteacher must be informed of the work being carried out by the Site Manager who has recorded their attendance.

## **10. CURRICULUM ACTIVITIES**

- 10.1 All safety management and risk assessments for curriculum based activities will be carried out by the member of SLT who is responsible for Health and Safety with the relevant Heads of Department using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, Hampshire Inspection and Advisory Service (HIAS) and local council requirements as appropriate. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

## **11. DISPLAY SCREEN EQUIPMENT**

- 11.1 When a member of staff starts with the Academy, an assessment is made whether to classify them as a 'user' for the purposes of current legal requirements.
- 11.2 A 'user' is defined as someone who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).
- 11.3 All users are required to complete a self-assessment DSE questionnaire when they first start and or when there are any changes to the working environment. All users are expected to complete a DSE questionnaire every 3 years.
- 11.4 If the questionnaire highlights any problems, the member of staff's line manager is responsible for making sure the problems are resolved.
- 11.5 Staff are encouraged to rotate their job tasks in order to spend a few minutes an hour away from their computer screen.
- 11.6 A member of staff who has been designated as a DSE 'user' is entitled to an eye test paid for by the Academy. It is the member of staff's responsibility to arrange the eye test with an optician of their choice. After the eye test, the optician should decide the frequency of any follow-up tests.

## **12. ELECTRICITY AT WORK**

- 12.1 Only authorised and competent persons are permitted to install or repair equipment
- 12.2 Where 13-amp sockets are in use, only one plug per socket is permitted
- 12.3 Equipment is not to be used if found to be defective in any way and defective equipment is to be reported & immediately taken out of use until repaired
- 12.4 All portable electrical equipment will be inspected/tested in accordance with the PAT testing schedule by a member of the Site Team.
- 12.5 Equipment testing/inspection can only be carried out by a competent person
- 12.6 New equipment must be advised to the Site Manager in order that it can be added to future Portable Appliance Testing (PAT) testing schedules

- 12.7 Staff must report any defective or suspected defective equipment, systems of work, fittings etc. to the Site Manager who will make sure it is attended to as soon as possible; and
- 12.8 Staff must obtain permission before connecting items of electrical equipment not owned by the Academy (eg. radios) to the electrical system. These personal items are subject to the same electrical test and inspection regime as Academy equipment and must be tested before use.

### **13. FIRE SAFETY**

- 13.1 The Academy's fire evacuation procedures are detailed in the Fire Safety Policy and Procedures. The Academy's general emergency evacuation is detailed in the Critical Incident and Business Continuity Plan. Both policies are reviewed annually.

### **14. FIRST AID**

- 14.1 Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff are clearly signposted around the Academy.

### **15. GENERAL EQUIPMENT**

- 15.1 All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors or as locally arranged.
- 15.2 Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.
- 15.3 It is the duty of staff to alert their manager if any item of equipment may be a hazard to health and safety.

### **16. GOOD HOUSEKEEPING**

- 16.1 Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:
- 16.1.1 all corridors and passageways are kept free from obstruction
  - 16.1.2 shelves in storerooms and cupboards are stacked neatly and not overloaded
  - 16.1.3 floors are kept clean and dry, and free from slip and trip hazards
  - 16.1.4 emergency exits and fire doors are not obstructed in any way
  - 16.1.5 supplies are stored safely in their correct locations
  - 16.1.6 rubbish and litter are cleaned and removed at the end of each working day and
  - 16.1.7 poor housekeeping or hygiene conditions are immediately reported
  - 16.1.8 fire extinguishers should never be obstructed

### **17. HAZARDOUS SUBSTANCES**



**We must conduct suitable and sufficient assessments of the risks attached to potential hazards from substances to comply with our obligations under the Control of Substances Hazardous to Health Regulations 2002.**



- 17.1 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the member of SLT who is responsible for Health and Safety and Site Manager responsible for H&S.
- 17.2 A COSHH assessment will be completed for all hazardous substances, materials, chemicals and cleaning liquids on site.
- 17.3 COSHH assessments will only be completed by a suitably trained member of staff.
- 17.4 Heads of Department will ensure that all members of staff are aware of any hazardous substances, the potential hazards involved and the methods of protection that are in place to prevent any contamination or exposure.
- 17.5 Employees must follow the COSHH assessment when using a harmful substance, whether it is a material, cleaning fluid or chemical substance. They must ensure that adequate precautions are taken to prevent ill-health.
- 17.6 Employees must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.
- 17.7 All hazardous substances are to be clearly labelled and employees must never transfer products to other containers unless they place the same information on the new container.
- 17.8 All hazardous substances are stored in secure and signed storage when not in use. For Science this is in the Chemical Store in the Prep Room and for cleaning chemicals it is the Store Room. These rooms are to remain locked at all times.
- 17.9 Overrule responsibility falls with the Radiation Protection Supervisor (RPS) which is Mr Herington.

## **18. INSPECTIONS AND MONITORING**

- 18.1 Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book.
- 18.2 Heads of Department are responsible for monitoring and inspections of individual departments.
- 18.3 The Site Manager is to carry out half termly documented inspections of the premises. Inspection findings are recorded locally and records retained. Defects identified during these routine documented inspections are to be reported to the member of SLT who is responsible for Health and Safety and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned by the Senior Leadership Team.
- 18.4 Trustees carry out detailed inspections of the premises' safety management system twice a year. Trustees must discuss any issues of concern resulting from their site inspections with the member of SLT who is responsible for Health and Safety.

## **19. KITCHENS**

- 19.1 The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the responsibility of the Kitchen Manager under the procedure laid down by the Catering Contractor. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.
- 19.2 Safe working procedures include: daily food temperature checks and records, both hot and cold, weekly cleaning schedule, food delivery records, monthly food safety audit and monthly safety audit
- 19.3 In addition, the kitchen is inspected every 18 months by Environmental Health and annually by ESB.

## **20. LEGIONELLA MANAGEMENT**

- 20.1 Legionella management on site is controlled by the Site Manager who is the Legionella competent person. Records of all related training, flushing, temperature monitoring, cleaning and defects are retained on site.
- 20.2 Arrangements regarding Legionella are set out in the Legionella written scheme which can be found in Appendix 2.

## **21. LONE WORKING**

- 21.1 Normally there is no lone working authorised in the Academy. A member of the Site Team or another designated key holder is always on site during working hours.
- 21.2 Should lone working be required it will be authorised by the Headteacher or member of SLT who is responsible for Health and Safety.
- 21.3 Staff who are lone working must not work at height, use equipment or use chemicals.

## **22. MINIBUSES**

- 22.1 The Site Manager is responsible for the operation and maintenance of the minibuses and keeps all records of their servicing and maintenance.
- 22.2 Both minibuses can be driven by persons with a full D1 on their licence without restrictions, including for hire or reward.
- 22.3 Both minibuses have a gross weight of less than 3.5 tonnes (or 4.25 tonnes when carrying equipment for disabled passengers) and therefore may be driven by a member of school staff with a category B licence as long as the following conditions are in place:
- That the minibus is not be used for hire or reward
  - that the driver is over 21 and has held a category B licence for at least 2 years
  - the minibus is used by a non-commercial body for social purposes
  - that no payment has been received other than the recovery of out of pocket expenses (e.g. fuel and parking costs)
  - that the service is provided on a voluntary basis

- that a trailer is not towed

## **23. MOVING AND HANDLING**

23.1 All staff should adhere to the following basic manual handling rules:

23.1.1 avoid manual handling of any load outside the guidelines given

23.1.2 use the equipment provided at all locations to move heavy loads (where staff have been trained)

23.2 Before lifting, carrying, pushing or pulling any object, staff should:

23.2.1 assess the weight of the load

23.2.2 if the load is too heavy or bulky, use the equipment or aids provided

23.2.3 ask for help if they require it and

23.2.4 wear any protective clothing provided

23.3 When lifting, staff should follow the correct technique:

23.3.1 lifting in stages i.e. to the knees if lifting from a lower level, then to the carrying position where the middle of the load should be at waist level

23.3.2 holding the object close to their body

23.3.3 making sure the load does not obstruct their view

23.3.4 when setting the load down, avoiding trapping their fingers. If lowering a load to ground level, it should be lowered first to the waist then to the floor, with feet apart and back straight and

23.3.5 remembering not to twist their body or overreach

23.4 If staff are in any doubt, they should stop and seek help. If a member of staff is pregnant, they should not lift or carry any heavy weights.

23.5 Staff should always check the route if they are carrying a load from one area to another and avoid any tripping or slipping hazards.

23.6 All staff are required to complete moving & handling training at periods not exceeding three years.

23.7 Any significant moving and handling tasks are specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.



**If you are in any doubt, stop and seek help. If you are pregnant, do not lift or carry any heavy weights.**

## **24. OFF-SITE ACTIVITIES**

24.1 Arrangements regarding off-site activities are set out in the Educational Visits Policy.

## **25. PHYSICAL INTERVENTION**

25.1 Arrangement regarding physical intervention are set out in the Physical Intervention policy.

## **26. TRAINING AND PROVISION OF INFORMATION**

### **26.1 Training**

26.1.1 The member of SLT who is responsible for Health and Safety is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

26.1.2 All staff are provided with the following:

26.1.2.1 induction training regarding all the requirements of this health and safety policy

26.1.2.2 appropriate local training regarding risk assessments and safe working practices

26.1.2.3 updated training and information following any significant health and safety change

26.1.2.4 specific training commensurate to their own role and activities and

26.1.2.5 periodic refresher training that will not exceed three yearly intervals covering fire safety, moving and handling, stepladders and steps, Display Screen Equipment, near miss and general awareness and personal security

26.1.3 Training records are held by the Health and Safety Co-ordinator who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

### **26.2 Provision of Information**

26.2.1 Staff are provided with a copy of the Academy's Health and Safety policies on induction and whenever they are updated.

26.2.2 Staff can access Health and Safety information, policies and risk assessments via: teacher drive/department pool drive/health and safety.

26.2.3 Health & safety procedure are sent to staff via email.

26.2.4 Trustees are given access to health and safety information through the Academy's website, trustee meetings and periodic training.

26.2.5 Local health and safety advice are available from the Site Manager and member of SLT who is responsible for Health and Safety. Appointed H & S contactor can provide both general and specialist advice.

26.2.6 The Health and Safety Law poster is displayed in the main reception.

## **27. RISK ASSESSMENT**

- 27.1 General risk assessment management is co-ordinated by the member of SLT who is responsible for Health and Safety and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.
- 27.2 The trained risk assessors on site are the member of SLT who is responsible for Health and Safety and the Site Manager who will oversee the correct completion of risk assessments. Risk assessments are carried out by or with staff with the appropriate knowledge and understanding in each area of work.
- 27.3 All risk assessments and associated control measures are approved by the member of SLT who is responsible for Health and Safety.
- 27.4 The Health and Safety Co-ordinator maintains the site Health and Safety risk register. Risk assessments are reviewed periodically in accordance with each risk assessment's review date as listed for review in the Risk Assessment register.

## **28. SECURITY**

- 28.1 Arrangements regarding security are based on the premises security risk assessment and are set out in the Site Security policy.

## **29. SMOKING**

- 29.1 Smoking is not permitted on the premises.

## **30. STRESS & WELLBEING**

- 30.1 The Academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.
- 30.2 All employees are entitled to high quality support through the performance management process and must access support and advice from their line manager as appropriate.

## **31. TRAFFIC MANAGEMENT**

- 31.1 Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.

## **32. SLIPS AND TRIPS**

- 32.1 Staff, students and other visitors are at risk of tripping and slipping on the floors. High standards of housekeeping are important to prevent slips and trips. Management and staff must be vigilant to ensure obstructions, spillage and other hazards are removed immediately.
- 32.2 All floors and walkways will be maintained in a good condition, regularly cleaned and waste materials removed regularly.

## **33. WORKING AT HEIGHTS**

- 33.1 Work at height will be undertaken in accordance with the on-site generic risk assessment for

work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for those tasks

33.2 All members of staff receive induction training using stepladders from the Site Manager and are provided with periodic training in the use of stepladders and steps. Members of the Site Team and IT team are provided with additional ladder training and identified members of staff are provided with training in the use of mobile scaffolding towers.

33.3 The Site Manager is the competent person for work at height on the premises and he is authorised to:

33.3.1 use steps, stepladders and leaning ladders in accordance with his training

33.3.2 provide step stool instructional training briefs to staff in accordance with policy

33.3.3 carry out periodic inspections of all on-site ladders, stepladders and podium steps

33.3.4 remove access equipment from use if defective or considered inappropriate for use

33.4 The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

33.5 Work at height on the premises is only permitted to take place under the following conditions:

33.5.1 any work to be carried out at height must be underpinned by a risk assessment

33.5.2 access equipment selected for work at height must be as per the risk assessment

33.5.3 any staff working at height must be appropriately trained to use the access equipment

33.5.4 staff are not to improvise or use alternative access methods of their own choice

33.5.5 use of any furniture, including tables and chairs, is forbidden for any work at height

33.5.6 staff may only use step stools if they have received a local instructional training brief

33.5.7 staff may only use stepladders if they have received training from the ladder and stepladder competent person

33.5.8 staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years

33.5.9 any safety concerns about a work at height task must be raised prior to work starting

33.5.10 access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors

33.5.11 contractors working at height are to be appropriately supervised and must only use their own access equipment

## **34. YOUNG PERSONS AT WORK**

34.1 A specific risk assessment will be completed for any employee who is aged between 13 and

18 who may be a student on work experience, a participant in a government training scheme or a direct employee.

### **35. MONITORING AND REVIEW**

35.1 This policy will be monitored by the Trustees' Resources Committee and the member of SLT who is responsible for Health and Safety. This policy will be reviewed annually and when local or national guidance, statute or individual events make it necessary.

### **36. RELATED POLICIES**

36.1 Supporting Students with Medical Conditions Policy, Child Protection and Safeguarding Policy, Critical Incident Plan and Business Continuity Plan, Fire Safety Policy and Procedures, First Aid Policy, Restrictive Physical Intervention Policy, Security Policy, On-Site Traffic Policy, Educational Visits Policy. Staff and Trustees can access the policies via the website or via the computer system: teacher drive/department pool drive/health and safety.

# Fareham Academy Health and Safety Policy

## Staff Declaration

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All staff are required to return the completed slip to the Health and Safety Co-ordinator.

**I have read the Health and Safety Policy and understand my responsibilities for Health and Safety at Fareham Academy.**

Staff name (please print): .....

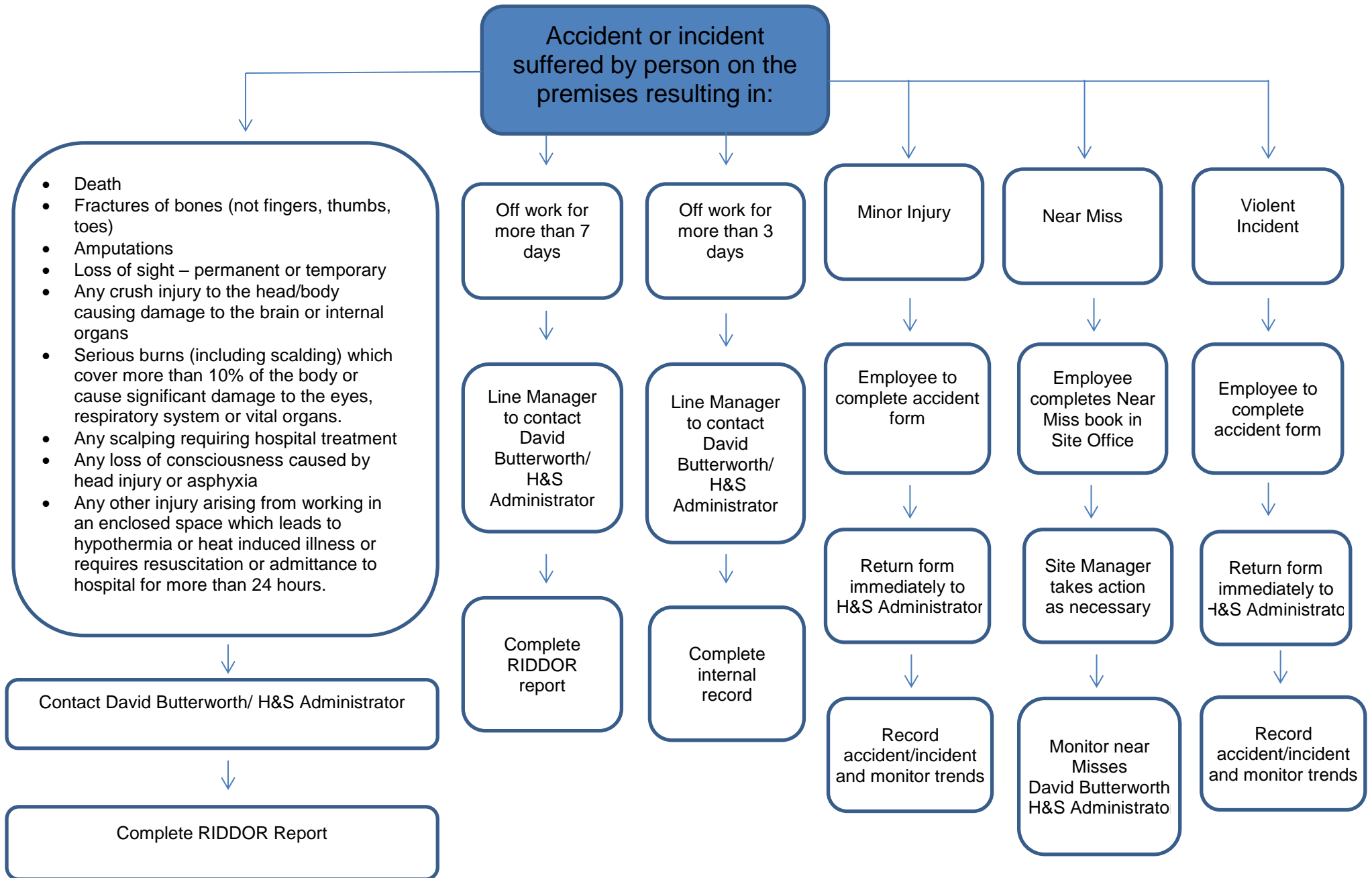
Staff signature: .....

Date: .....



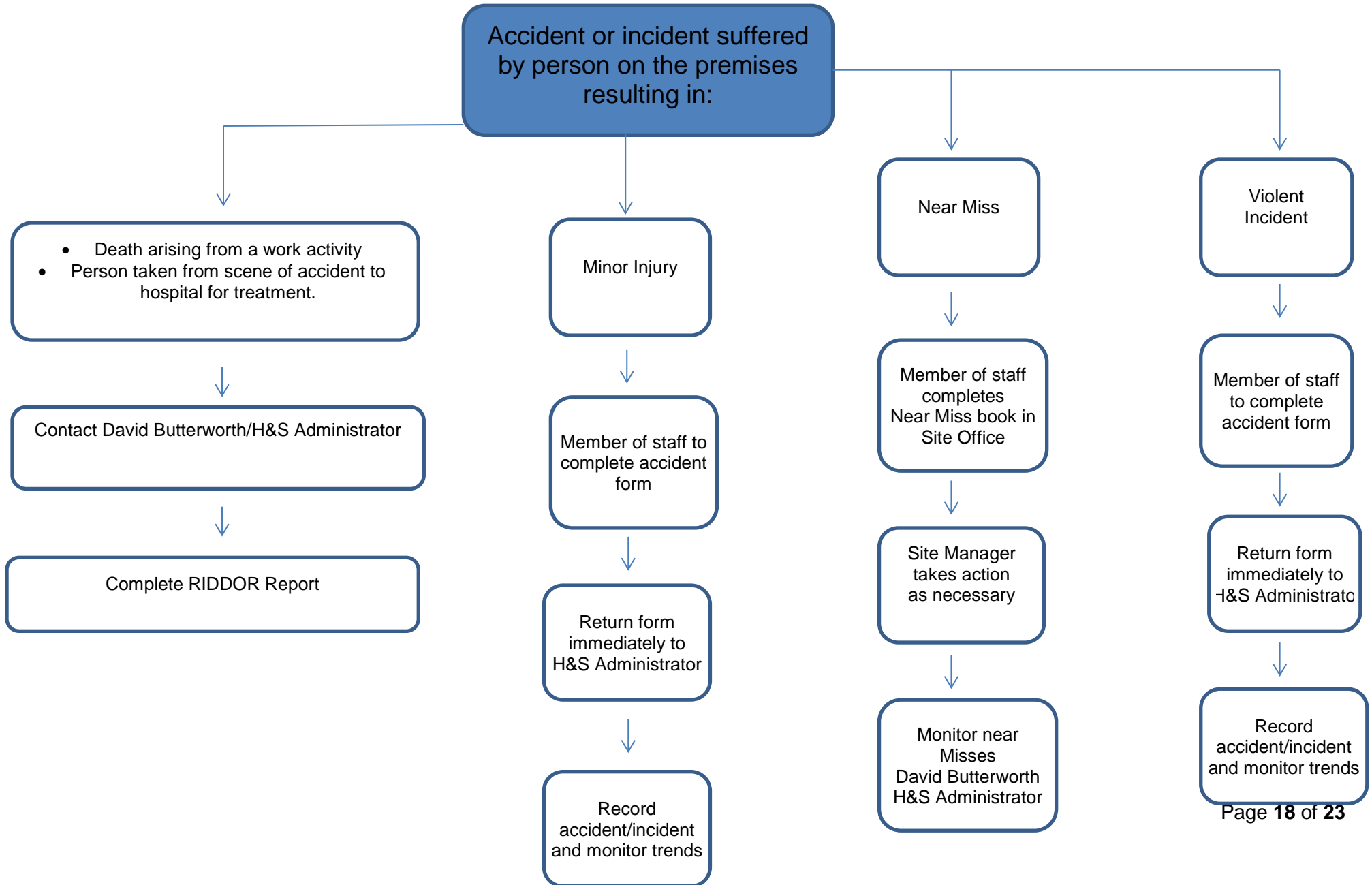
**APPENDIX 1**

**Accident Reporting/Investigation Flow Chart for Adults (Employees, self-employed contractors)**

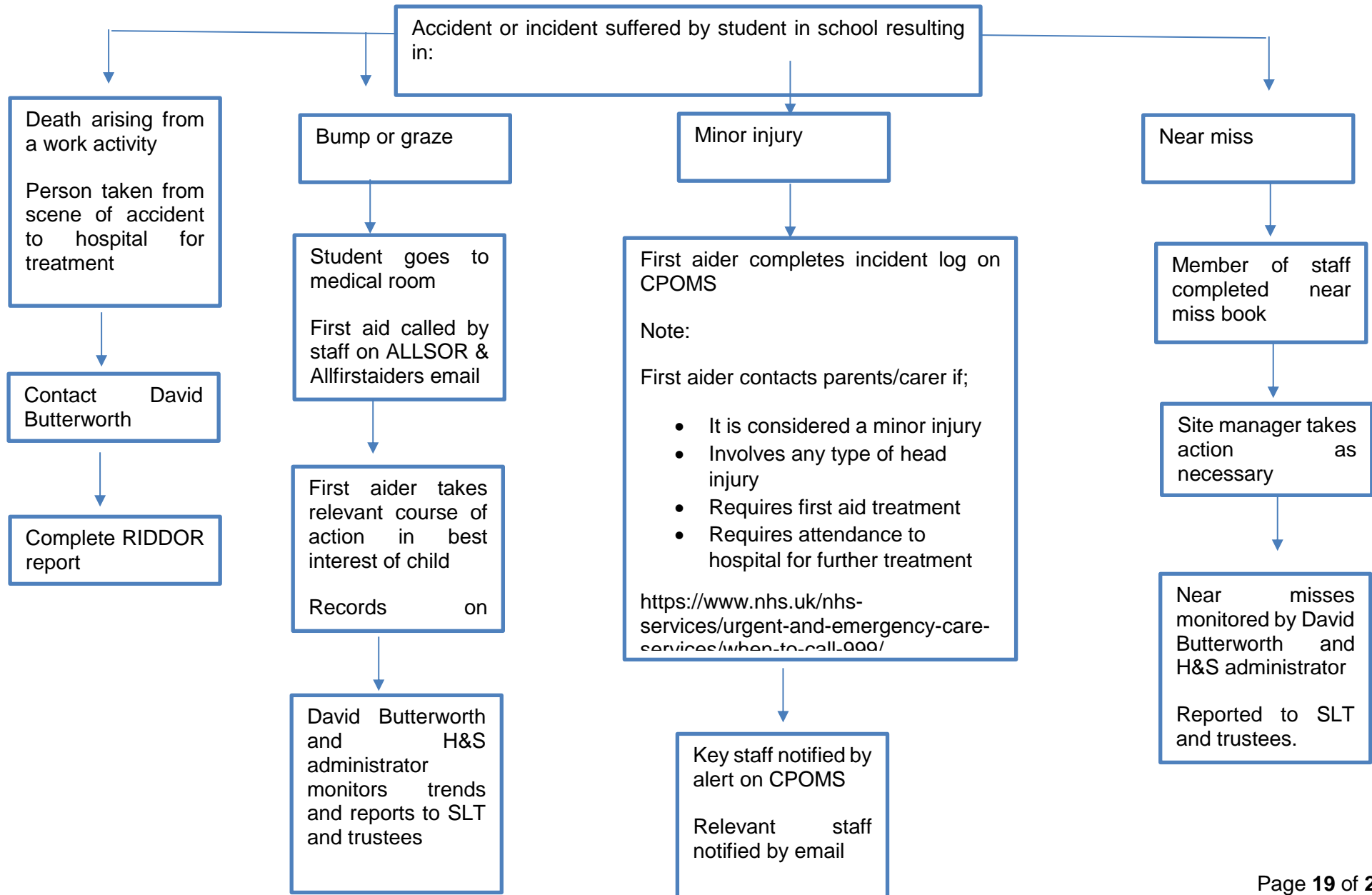


**APPENDIX 2**

**Accident Reporting/Investigation Flow Chart for Adults (Visitors)**



### APPENDIX 3



## LEGIONELLA MANAGEMENT WRITTEN SCHEME

*The following LEGIONELLA Plan has been written specifically for the school premises. It identifies the practices to be undertaken to monitor and control Legionella Bacteria on site.*

<b>Name of School</b>	Fareham Academy		
<b>Date of Plan Issue</b>		<b>Review Date:</b>	
<b>Name of Head Teacher</b>	Chris Prankerd		

<b>Introduction</b>	
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Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20°C and 45°C but can be killed by elevated temperatures or chemical treatment.

The school stores and distributes hot water above 50°C. Users are protected from scalding by controlling the delivery temperature of hot water from a tap to 43°C by the use of thermostatic mixing valves.

All illnesses due to the legionella species are known collectively as “legionellosis” but the most well-known is “Legionnaires’ disease” which can be serious for elderly people and others with respiratory problems or immune-deficiency.

Infection is only a risk when there is inhalation of very fine water droplets that are contaminated with high concentrations of legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare though well publicised.

Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperatures which do not allow the bacteria to proliferate.

This policy sets out the control of Legionella in hot and cold water systems in the school, including responsibilities, training, testing and records.

<b>Policy Statement</b>	
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The School will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and employees and visitors.

- i. Health and Safety at Work Act 1974.
- ii. Management of Health and Safety at Work Regulations 1999.
- iii. Approved Code of Practice (ACoP L8)

#### iv. Control of Substances Hazardous to Health (COSHH) Regulations 2002

The process for Legionella management is represented through the Process Map in Appendix 1. The structure through which this process will be carried out comprises the key roles of Duty Holder, Board of Trustees, Responsible Person and Premises Manager.

<b>Roles and Responsibilities</b>	
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#### **Duty Holder**

The ACOP requires the Duty Holder to ensure that effective mechanisms are in place and to appoint a person to be managerially responsible for the implementation and monitoring of the relevant control measures.

The Duty Holder is the School Governing Body.

#### **Responsible Person**

The ACOP requires that:

“The Responsible Person should be a manager or have similar status and sufficient authority, competence and knowledge of the installation to ensure that the specified control measures are implemented and maintained and all operational procedures are carried out in a timely and effective manner.”

The member of SLT who is responsible for Health and Safety is the Responsible Person.

#### **Premises Manager**

The Premises Manager is the School Site Manager.

The Premises Manager will support the Responsible Person by carrying out checks and controls and monitoring the conditions and activities on-site.

#### **Property Services**

An initial one-off survey of all relevant water systems will be carried out on behalf of the Responsible Person by Freeston. This will ascertain the presence of risk factors and inform a suitable and sufficient risk assessment.

On the basis of the initial risk assessment, the Responsible Person will ensure that immediate actions are taken as required (e.g. Removal of dead-legs, purging etc.) by the Premises Manager to ensure the risk is reduced to an acceptable level.

Where the risk assessment indicates that risk is unlikely, no further action need be taken other than review of the risk assessment as indicated in the Review section below.

<b>Emergency Procedures</b>	
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In the event of an outbreak, this will result in the shutting down of any suspected systems until sampling, remedial cleaning or other work has been carried out via the school Term Contractor or other professionally qualified contractor. Clearance testing will be required. Further investigations into staff health may be required to identify undiagnosed cases of the illness.

<b>Control Measures</b>	
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- a. To achieve on-going control of legionella, thorough flushing of the water system is required alongside any engineering controls.
- b. Effective control measures will require the school to:
  - i. Monitor any water outlets that are not in regular use.
  - ii. Record the flushing of all water outlets.
  - iii. Record the temperature of hot and cold water outlets.
- c. Full details of flushing and testing regimes that need to be carried out can be found in the Management of Water Systems Log Book in the site office.

<b>Flushing and Temperature Testing</b>	
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### 1. FLUSHING

- a. All water outlets (hot & cold) will be flushed through weekly (but see Para c below) and a record will be kept in writing in the Water System Log Book on the water outlet flushing checklist by the Responsible Person carrying out the flushing.
- b. Flushing will last for at least two minutes at a reasonable flow rate.
- c. Where water outlets are routinely used, then this acts as the flushing routine and additional flushing is not required. However, flushing will always be required for all water outlets during periods of non-use which exceeds four days. Flushing is only required at the end of the period of non-use.

### 2. TEMPERATURE TESTING

- a. A cold and hot tap (Sentinel Taps), at the nearest and furthest points on the main hot and cold water systems, which are not connected via a thermostatic mixing valve (TMV), are each to be run every month so that a temperature can be taken using a thermometer and recorded in the Water System Log Book. Aquacare are an external company who take our water temperatures.
- b. The cold water outlet temperature should be below 20°C after two minutes running.
- c. The hot water outlet temperature should be above 50°C after one minute running.
- d. Additional readings should also be taken from at least 10% of the intermediate hot and cold taps on the system.

e. The Hot water inlets to all TMV's should also be tested with a thermometer on a monthly basis and the readings recorded in the Water System Log Book.

f. If these temperatures cannot be achieved then the Head teacher is to be informed with a view to informing the Term Contractor to attend the premises and correct the problem.

g. Scientific tests may be required when there appears to be a problem with the water supply, e.g. discolouring, temperature problems, etc. These should be reported to the Head teacher with a view to informing the Term Contractor who will arrange appropriate testing where it is considered necessary.

h. If a positive Legionella test is reported there will be a re-test every 3 or 6 months, dependent upon the test results, until two consecutive clear readings are established.

i. The Boiler and Calorifier should be serviced annually by the school Term Contractor and all actions recorded in the Water System Log Book. Similarly the TMV's should be serviced annually plus an additional 6 monthly check/adjustment.

<b>Training</b>	
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a. The Head teacher will ensure that suitable and sufficient training and information is available to the Site Manager and any other member of staff, who has responsibilities for flushing, record keeping and taking temperature readings as required.

b. Any new measures that are introduced to control legionella will need appropriate training provision.

c. The Head teacher will maintain a written record of all instruction and training given to members of staff.